

Parish Clerk/Responsible Financial Officer Vacancy Holmesfield Parish Council

Summary

The Clerk/RFO is the Proper Officer to the Parish Council and will have overall responsibility for all administrative and financial requirements in relation to Parish Council business. This will include preparing agendas, minute taking, writing reports, dealing with all correspondence, liaising with the general public, and ensuring that all legal requirements are met within the prescribed time limits. They will control and deliver all statutory obligations of the Council, including its financial and audit responsibilities. This will include book-keeping, preparing and managing budgets.

Job Description

- 1 The Clerk must ensure that legal and statutory obligations of the council are met and that standing orders are adhered to.
- 2 The Clerk will ensure the agendas for Council meetings are prepared and sent out in line with standing orders.
- 3 The Clerk will attend all meetings of the parish council and prepare accurate minutes of the proceedings which will be submitted to the next meeting of the Council for approval.
- 4 The Clerk will arrange for all decisions made by the Council to be implemented.
- 5 The Clerk will be responsible for receiving and dealing with correspondence on behalf of the council and will bring relevant matters to the attention of the council
- 6 The Clerk will be responsible for preparing and maintaining an Asset Register of the Council property, and will ensure that property is regularly inspected and maintained.
- 7 The Clerk will be responsible for ensuring that Council property is adequately insured and the insurance policy is regularly reviewed.
- 8 The Clerk is the Responsible Financial officer of the Council and will prepare and maintain budgets, accounts, and other financial records of the Council (including those related to VAT) in accordance with all statutory and other accounting and audit requirements.
- 9 The Clerk is responsible for administering wages, submissions and payments of PAYE and NIC to HMRC and for administering a NEST pension scheme.
- 10 The Clerk will be responsible for the preparation of Council policies for approval by Council and will be responsible for ensuring that the policies are regularly reviewed.
- 11 If required by the Council, the Clerk will attend training courses on subjects relevant to the role and responsibilities of the Clerk.
- 12 The Clerk will undertake any other duties as required by the Council

Requirements: The successful applicant will be a highly motivated and forward-thinking individual with a flexible approach. They will be an excellent communicator with a positive can-do attitude. The ideal candidate will have a good standard of education and a high level of literacy and numeracy.

Working arrangement: This is a permanent position for 44 hours per month mainly working from home. Salary Grade LC1 Points 13 to 17 £15.56-£16.61 per hour. Attendance at Council Meetings which are usually held on the second Wednesday of the month is required.

Application: To apply please email your CV and covering letter stating why you would be suitable for the role to clerk@holmesfieldparishcouncil.gov.uk

Closing Date 5 October 2026 (though we reserve the right to close earlier depending on applications received). Interviews will take place on the 14 October 2026.